



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Program Technician
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2,280 - \$2975

DUTIES:

Under the direction of the Supervising Program Technician II, Operations Unit of the Item Processing section, the incumbent performs the less difficult daily operational functions related to data preparation, including boxing, encoding and operating sorter machines.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Performs data preparation tasks consisting of state warrants and checks with sources of receipts presented for redemption by banks, operation of MICR encoders and operation of sorter machines.
- Operates PC's in performing batch balancing, verifying and researching state warrants and checks.
- Prepares boxes and labels for output storage and/or distribution, processes daily and monthly output, maintains distribution logs and prepares reports.
- Assists with filing and key entry.

DESIRABLE QUALIFICATIONS:

- Ability to stand for extended periods
- Ability to take effective action using initiative, resourcefulness and good judgment
- Ability to turn, twist, lift and carry boxes weighing up to 25 lbs. and 25" in length
- Ability to work cooperatively with others
- Computer and 10-key calculator skills
- Courteous and tactful
- Good work habits, attendance and attitude

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Program Technician.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-330-9927-001" next to the classification on your application/resume, i.e., Program Technician (820-330-9927-001).

FINAL FILING DATE:

Applications will be accepted until **October 27, 2008.**

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC: (916) 653-3100
CALNET: (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.